



JOB OPPORTUNITY



DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

BULLETIN # 09-71A

CLASSIFICATION: ACCOUNTING ADMINISTRATOR I (SUP)

TENURE/TIME BASE: Permanent/Full-time

FINAL FILING DATE: April 30, 2010 or Until Filled

SEND APPLICATION TO: Department of Community Services and Development
Attn: Human Resources Office
P. O. Box 1947
Sacramento, CA 95812-1947

CONTACT PERSON: **Felicia Young**
(916) 576-5296
TTY Voice Ph: 1-800-735-2922 TTY Ph: 1-800-735-2929

LOCATION: 2389 Gateway Oaks Drive, Suite 104
Sacramento, CA 95833

All Std. 678 applications must include a Statement of Qualifications that demonstrates your knowledge, experience, skills, education level and other characteristics that make you a great fit for the position. Please identify Bulletin #09-71A and appointment eligibility (i.e. List, Transfer, Reinstatement, etc) on your application. All applicants must have state civil service eligibility.

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty.

What Does Working at CSD Offer? Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Small, friendly headquarters where everyone matters.
- *Free parking.*

What Is this Job? At CSD, the Accounting Administrator I (Sup) is responsible for the supervision of two Sr. Accounting Officers (Sp), one Accounting Officer Specialist, one Accountant I and one Accounting Technician with regard to the following functions:

- Review executed contracts for correct funding detail, and verifies accuracy of records in the CALSTARS system.
- Review reports to insure that expenditures are charged against encumbered funds.
- Prepare and submit claim schedules for sub-contractor payments to the State Controller's Office.
- Monitor and initiate (verbal or written) settlement of outstanding advance repayment for subcontractors.
- Review and determine allowable expenses for agency "Close-Out" expenditure reports for federal trust and general fund Local Assistance contracts.
- Review unexpended balance from Inter-agency contracts for closeout purposes during fiscal year end.
- Create and maintain EXCEL spreadsheets.
- Respond (verbal and written) to payment, audit and/or expenditure report issues.
- Research outstanding contract balances of a local agency or non-profit contractor for purposes of granting future awards.
- Disencumber all unexpended funds after closeout analysis and notify the necessary staff.
- Respond to payment confirmations requested from outside auditors for sub-contractors.

Who is CSD Looking For? The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills:

- Current knowledge of generally accepted accounting principles, civil service laws, rules, policies and procedures governing accounting
- Maintain broad knowledge of the State's accounting system, with specific attention to the methods used by CSD.
- Communicate effectively, comprehend and evaluate.
- Follow written and verbal instructions
- Maintain at least intermediate to advance skill level on PC software that directly impact assignments, and be willing to learn new programs as they are incorporated into office operations.

Characteristics:

- Customer Service – Desire to help others.
- Credibility and Integrity - Understands internal and external customers and has a true desire to build credibility.
- Teamwork - Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues, and anticipates and influences the future.
- Accountability — Able to make decisions and be accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.

Job Description: Summary of Responsibilities

Under the general direction of the Staff Services Manager II, Chief of Fiscal Operations, the Accounting Administrator I (S) plans, directs, and supervises the activities of the department's accounting office. This position has primary responsibility to ensure year-end closing of the department's fiscal records and to ensure proper payment to various vendors for services provided to California's low-income population and non-profit organizations. The department is federally funded with no general fund monies. The Accounting Administrator I (S) has administrative responsibility to adhere to the laws, rules, policies and procedures pertaining to the accounting functions and administrative activities in the Financial Services Unit including: planning, budget assisting, training, contract management, personnel management, and equipment acquisitions in addition to the development of policies relevant to accounting issues or procedures which have departmental impact. This position oversees, controls, details and maintains accounting records of all administered department funding activities and makes weekly reports to the Deputy Director of Administration. This position has contact with the Chief Financial Officer for the department, the budget officer, Federal Agencies and State control agencies including the Bureau of State Audits. The Accounting Administrator I (S) is responsible for financial transactions dealing with the federal and general funding of the Department to ensure reporting is accomplished in accordance with statutory, regulatory, and management needs.

Selection Criteria:

Persons currently appointed to a permanent, full-time Accounting Administrator I (S) classification or persons with list eligibility or eligibility for lateral transfer may apply. All applications must include a Statement of Qualifications and should demonstrate your knowledge, experience, skills, education level and other characteristics that make you a great fit for the position.

All appointments will be made in accordance the State Personnel Board/Department of Personnel Administration's laws, rules, regulations, and policies.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.